

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: TRAINING SPECIALIST I -
Correctional Training

SALARY GROUP: B13

DEPARTMENT: Correctional Training

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Darrell W. McCracken DATE: 11/03/2014

POSITION #: 037025

I. JOB SUMMARY

Performs entry-level training work. Work involves organizing and conducting educational and training programs. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in assessing and analyzing training needs; assists in planning course outlines, identifying appropriate instructional methods, and developing training aides, manuals, and other materials; and assists in formulating learning objectives and planning and developing methods for the assessment and evaluation of training effectiveness.
 - B. Assesses training effectiveness by using pre-test and post-test measures and interviews, case-reading, and examining various records and reports; recommends modifications to training; compiles and revises training content and methodologies; and compiles reports on training programs and maintains training records.
 - C. Assists in developing examinations; organizes and conducts workshops on correctional training programs; coordinates training presentations and provides training and technical assistance to other agencies and provider organizations; and participates in preparing reports.
 - D. Prepares articles for in-house publications; and edits training manuals.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Education, Human Resources Administration, or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning administrative support, instruction, training, teaching, correctional custody, or law enforcement experience.
3. Curriculum development or evaluation experience preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Knowledge of training procedures and techniques preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in public address.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

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11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill to develop learning objectives, curriculum, evaluation instruments, course content, and instructional methods.
13. Skill in the use of video editing software.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, audiovisual equipment, telephone, and automobile.